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2014-15

School Nutrition Programs Check List

Use this document to check off School Nutrition Program requirements as they are completed. Assign responsibilities to staff members and document dates completed. Keep this check list on file for easy reference.

Task to Complete	Deadline	Documentation	Date Completed	Who
Free and Reduced				
Log in to DCA to complete Direct Certification. Mail Notice of Direct Certification.	Before school begins (Ongoing)	Update POS system		
Qualify for Community Eligibility Provision if 40% enrolled students are Directly Certified.	April 1	DCA		
*Mail households Free and Reduced applications if NOT Directly Certified.	Start of school year (Ongoing)			
*Approve F/R applications. Mail Notice to Households of Approval .	Ongoing	Keep applications		
*Change F/R students from previous school year without current applications to Paid status. Mail Notification of Change in Eligibility.	30 days after 1st day of school	Update POS system		
Professional Development Opportunities				
Attend a School Nutrition Programs Administrative Workshop.	September	Keep certificate		
Attend a Food Service Manager Workshop.	October	Keep certificate		
Attend a RCCI Training. (<i>RCCIs only</i>)	September	Keep certificate		
Verification (<i>Does not apply to Provision schools</i>)				
*Select Households for Verification.	October 1	Use Verification Activity Tracker		
*Complete Verification and Verification Report (FNS-742).	November 15	Submit summary to OPI; keep a copy		
Required Self-Reviews				
On-Site Review Checklist Assessment of the Meal Counting and Claiming System.	February 1	Keep a copy		
If participating, conduct two After School Snack Program Reviews.	October 31	Keep a copy		
	February 1			
Fresh Fruit and Vegetable Program (<i>OPI invites districts to be a part of FFVP</i>)				
Use 1 st Quarter Fresh Fruit and Vegetable Program allocation.	September 30	Keep purchasing records		
Use 2 nd , 3 rd and 4 th Quarter Fresh Fruit and Vegetable allocation.	June 30	Keep purchasing records		
If invitation was sent to your district, sign up for Fresh Fruit and Vegetable Program.	May	Submit intent and/or addendum forms to OPI		



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OPI Cooperative Purchase Program (<i>Optional</i>)				
OPI Cooperative Purchase Program open for Winter orders.	Oct. 3 rd — Nov. 3 rd	Submit signature page to OPI		
OPI Cooperative Purchase Program open for Fall orders.	May 1 st — May 29 th	Submit signature page to OPI		
Annual Requirements				
*Complete Paid Lunch Equity Tool.	Complete annually to assesses paid meal prices	Keep electronic copy		
*Complete Non Program Food Revenue Tool.	Annually	Keep electronic copy		
Update Sponsor/Site Information.	September 30	CNP Web		
Send Public Release to newspaper.	Annually	Keep a copy; record date sent		
If Breakfast is offered, complete Breakfast outreach.	Start of school year (Ongoing)	Keep a copy		
Review and update HACCP plan.	Annually	Keep a copy accessible		
Review and assess Wellness Policy.	Annually	Keep most recent copy		
Request two sanitation inspections.	Annually	Record date of 1st inspection		
		Record date of 2nd inspection		
Complete Civil Rights training.	Annually	Keep documentation form		
Conduct outreach for the nearest Summer Food Service Program site.	Before end of the school year	Keep a copy		
Submit USDA Foods order and signup for DOD Fresh Program for next school year.	Dec. — Jan.			
Other				
Private Schools: Submit Annual Financial Report	June	CNP Web		

* indicate requirements that do not apply to RCCI's or Provision schools

All documentation for the items listed must be kept on file for three years plus the current year.

Reminder: Claims for reimbursement are due on the 10th of each month; except months with less than 10 operating days. If a month has less than 10 operating days, combine the month with another (i.e., combine August and September on the September claim and combine May and June on the May claim).